



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

02 August 2021

Division MEMORANDUM

No. 065, s. 2021

To : CID and SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors/District-in-Charge
 Section and Unit Heads
 School Heads/Teachers-in-Charge
 This Division

**COMPOSITION AND FUNCTIONS OF THE PROGRAM ON REWARDS
 AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)
 COMMITTEE MEMBERS AND SECRETARIAT**

1. With the installation of the new Officer-in-Charge of the Office of the Assistant Schools Division Superintendent and in consonance with the provisions of CSC MC No. 1, S. 2001, the Program on Awards and Incentives for Service Excellence (PRAISE), and DepEd Order No. 78, s. 2007, otherwise known as Strengthening the PRAISE in the Department of Education, this Division hereby designates the members of the Rewards and Recognition or PRAISE Committee, as follows:

Chairperson: **GILBERT L. GAYRAMA, CESE**

Vice-Chairperson: **BETHANY E. CLIMACO**

Members: **ATTY. JOSEPH ERIC C. LUMACTOD**
MARY LUZ B. ADVINCULA-NIERE
LIZA M. GUINGGUING
SHIRLENE E. CRABAJALES, LLB
ALEX S. MISTULA
JANUARY P. SABLAS

Secretariat: **ERLYN G. MANGADLAO**
LIEU GEE KEESHIA C. GUILLEN
JOVIXSON V. DALURA
GLEE CRIS S. URBIZTONDO
VON JASON A. CASA





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2. The PRAISE Committee roles and functions are hereby reiterated for emphasis:
 - a. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
 - b. Formulate, adopt, and amend internal rules, policies, and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
 - c. Determine the forms of awards and incentives to be granted;
 - d. Monitor the implantation of approved suggestions and ideas through feedback and reports;
 - e. Prepare the implementation of approved suggestions and ideas through feedback and reports;
 - f. Prepare plans, identify resources, and propose budget for the system on an annual basis;
 - g. Develop, produce, and distribute a system policy manual and orient the employees on the same;
 - h. Document best practices, innovate ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
 - i. Submit an Annual Report of Rewards and Recognition System to the CSC on or before the 30th of January;
 - j. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its sustainability to the Agency;
 - k. Address issues relative to awards and incentives with fifteen (15) days from the date of submission;
 - l. Incorporate equal opportunity principles in the PRAISE / R and R Systems from formulation, nominations, screening and deliberation, and awarding which shall include any nominee/candidate ensuring the equal and fair treatment of all;
 - m. Ensure that those belonging to the specialized group shall not be left behind because of their limitations and restrictions; and
 - n. Specifically, the PRAISE Secretariat shall attend the PRAISE Committee Meetings to coordinate, collaborate and perform the following task, note down minutes of meeting and resolution, take part in the implementation of the nominees' documents, validation, interview, awarding, and the monitoring and evaluation of the system within the bounds of equal opportunity principles.

3. For information, guidance and compliance.





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SCHOOLS DIVISION OF SURIGAO DEL SUR


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Enclosure: NONE

Reference/s: as stated

Reference: CSC MC No. 1, s. 2001
DepEd Order No. 78, s. 2007
DepEd Order No. 9, s. 2002
Regional Order No. 05, s. 2020

To be indicated in the Perpetual Index

Under the following subjects:

COMMITTEE PRAISE PROGRAM R&R SYSTEM

JPS/DM- COMPOSITION AND FUNCTIONS OF THE PROGRAM ON REWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE MEMBERS AND SECRETARIAT

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